

Job Description: Administrative Specialist

SupplyBank.Org seeks an energetic, experienced and ambitious Administrative Specialist to join our growing team as we plan for a new stage of major growth and expansion in our organization's history. The ideal candidate will have at least 3-5 years of administrative experience, a keen attention to detail and timeliness, an interest in event planning, and an ambition to grow with an organization focused on innovative solutions to societal problems. A good sense of humor never hurts also.

About SupplyBank.Org

SupplyBank.Org is a systems change agency building the nation's first "Supply Bank," which is like a regional food bank, but for supplies (not food). By innovatively applying the food bank model to address unmet material needs causing barriers to health, education and employment, we simultaneously treat symptoms and forge pathways out of poverty.

In the past few years, we have distributed more than \$25 million worth of basic necessities including diapers, hygiene supplies, school supplies, refurbished laptops and other items to more than 500,000 people throughout the state. The organization is also the developer for a new distribution center and nonprofit office campus that will provide affordable office space for other great organizations and facilitate SupplyBank.Org's growth to reach hundreds of thousands of additional children and families throughout California. Read more at SupplyBank.Org.

Principle Duties and Responsibilities

The Administrative Specialist is the master of details for the nuts and bolts than run the office operation at SupplyBank.Org. In addition to performing clerical duties including screening calls not routed, taking messages and acting as the greeter in chief, this position manages several other tasks that are key to the organization's growth and success. There is also substantial growth opportunity for the right candidate interested in a higher level of office management and/or event planning.

This position reports to the Executive Director, but will more often work with other members of our great team on various tasks.

Communications

- Emails: Clear written communication at a professional level with stakeholders, contributors, partners, governmental offices, staff and the public at large.
- General Correspondence: Edit preapproved packets and general correspondence for meetings, stakeholders, donors and others.
- General: Assist with other written communications as specified.

Scheduling

- Executive Director: Meet with the ED weekly and as needed to maintain calendar and maximize time availability for meetings and office work. Minimize travel time as much as possible.
- Prioritization: Work with ED and other senior level staff as needed to prioritize meeting requests with 3rd parties, the board of directors, staff and others.
- Board and Group Meetings: Coordinate scheduling and other arrangements for board of directors meetings, advisory board meetings and other high-level gatherings.
- Travel: Coordinate travel arrangements as needed.

Office Management

- Greeter in Chief: Serve as the primary greeter for the organization. Accommodate guests and make sure they are comfortable.
- Office Presentation: Point person to ensure office is fully stocked, all stations are orderly and coordinates with third parties as needed for incidental tasks. Holds other staff accountable to oversee overall organization of the office.
- General Reception: Serve as the primary for phone intake (calls and messages taken); assign other staff for the phone calendar, other general reception duties.
- Address Routine Technical Issues: Work with the Controller and/or third party vendor on hardware and software issues.
- Routine Filing: Learns and maintains office filing system on the cloud and traditional.
- Miscellaneous Tasks: Perform other miscellaneous office management tasks as needed. These may include, but are not limited to the following:
 - Retrieve and sort mail
 - Water plants
 - Office supplies review and snack orders within budget
 - External vendor contact/orders (ex: FedEx and business cards)

Financial

- Office Budget: Develop and maintain the office supply budget with the Controller and/or other appropriate staff.
- Reimbursements: Process reimbursements for the Executive Director and Board of Directors monthly or as specified.
- Budgets: Prepare reports on expenses for travel arrangements, conferences, events and other activities for the Controller and/or other staff as specified.

Event Planning and Management

- Coordination: Work with appropriate staff to coordinate the annual advisory board luncheon, board meetings, conferences, fundraising/outreach, program kickoff events and other events as specified. *Over time this may become a larger portion of the position.*
- Venue Selection and Contract Management: Research venues and build tentative budgets for different events. Once a selection is made, serve as the point person to the venue's staff and coordinate all details.

- Master of Details: Serve as the organizational point person for all events to ensure all details are double checked for specified events including board meetings, luncheons, and other events.

Other Items and Special Projects

- Program Support: This position may provide some program support during peak seasons.
- Travel Arrangements: Researching domestic and international travel arrangements as needed.

General Information

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Incumbents within this position may be required to assist or find appropriate assistance to make accommodations for disabled individuals in order to ensure access to the organization's services (may include: visitors, patients, employees, or others).

KEY QUALIFICATIONS

- Education: A bachelor's degree is preferred, but additional years of work experience will be taken into consideration for the right candidate with a relevant two-year degree or credential(s).
- Experience: No less than three years of experience in a similar role. The ideal candidate may have five years or more years of experience in this role.
- Written Communication: Clear and concise written communication skills with attention to detail. This is a key qualification for this position.
- Verbal Communication: Polite demeanor and a genuine joy in working with others over the phone and in person. An ability to clearly articulate to individuals and groups as needed while representing the Organization. This is a key qualification for this position.
- Strong Attention to Detail: Ability to manage multiple tasks throughout the day without a need for substantial oversight. Someone who can be collaborative and independent when needed.
- Computer Skills: Strong command of Microsoft Office Suite, familiarity with QuickBooks and/or similar systems, basic understanding of Salesforce or similar CRM, and windows.
- Sense of Humor and Positive Outlook: For many who enter our office you will be the first impression of our organization. SupplyBank.Org is also trying to do what has never been done to help those who need it most. A positive outlook and joy of life are always key qualifications for those seeking to join the team.
- Vision, Drive and Impact: Our organization is approaching a tipping point in our history to build the nation's first supply bank and catalyze a major investment into our local communities. An energetic professional looking to grow their own career and skillsets



-A California Nonprofit

while contributing to a cause greater than themselves will find this opportunity rewarding and worthwhile.

Compensation

Compensation will commensurate with experience and demonstrated qualifications. SupplyBank.Org offers health, dental and vision benefits after an introductory period. The Organization also offers a SIMPLE IRA retirement plan with a company match and a generous paid time off (PTO) policy.

SupplyBank.Org is an equal opportunity employer.

Application Instructions

Submit a cover letter describing your qualifications with a resume to HR@SupplyBank.Org

PLEASE NO PHONE CALLS OR DIRECT EMAILS TO STAFF.